



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
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FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

AQBD

JUL 14 1997

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS
DIRECTOR, SPECIAL PROGRAMS
EXECUTIVE DIRECTOR, OPERATIONAL ASSESSMENT AND PROGRAMMING
EXECUTIVE DIRECTOR, CONTRACT MANAGEMENT POLICY
EXECUTIVE DIRECTOR, PROGRAM INTEGRATION
DIRECTOR, PROCUREMENT CORPORATE INFORMATION MANAGEMENT

SUBJECT: DCMC Memorandum No. 97-021 Planning and Budgeting Schedule
(INFORMATION)

This is an INFORMATION memorandum. It expires upon incorporation in applicable planning and budgeting training, not to exceed one year.
Target Audience: All DCMC Employees.

This information memorandum disseminates the planning and budgeting schedule for the period June 1997 through May 1998 (attached). The purpose of publishing this schedule is to inform all DCMC employees of the approximate time frames when key planning and budgeting events are scheduled to occur during the next year. Publication of this information is intended to assist key staff and field activities in planning future workload and to facilitate integration of the business processes.

The time frames set forth in the attached schedule are projected based on currently available information and may change as the year progresses. As changes to the schedule occur, they will be distributed DCMC-wide.

Point of contact is Ms. Debbie Tomsic, AQBD, (703) 767-2448 or DSN 427-2448, Internet address: deborah_tomsic@hq.dla.mil.

ROBERT W. DREWES
Major General, USAF
Commander

Attachment

Planning and Budgeting Schedule

| | Week 1 | Week 2 | Week 3 | Week 4 |
|--------------|---|---|--|--|
| June 97 | Present schedule to BPT Districts brief HQ on perf plan/budget/business case | Update strategic planning scenario (existing) | Environmental scan | |
| July 97 | Environmental scan Negotiate 98 budgets | POM proposal | | Draft new scenario |
| August 97 | Present new scenario to BPT | Finalize new scenario; 97 USAs complete | EC strategic planning working session | Planning meeting - draft strategic plan |
| September 97 | Present strat plan to BPT Draft AOBs to Districts | EC approval of strategic plan Update 98 performance plan | Develop structure for 99 business intent plan | Draft CAO budget targets due; submit BES |
| October 97 | Develop tasks for 99 business intent plan | | | |
| November 97 | Planning meeting - draft 99 business intent plan | Finalize draft 99 business intent plan | Staff 99 business intent plan for HQ/field input | 97 USA gaps incorporated into 98 performance plans |
| December 97 | Brief 99 business intent plan to BPT | Brief 99 plan to RUC/EC Final 98 perf plans due | Holiday season | |
| January 98 | Holiday season | Planning meeting-finalize 99 plan; POM kick-off meeting | AQ approval of 99 business intent plan | |
| February 98 | Planning and budgeting workshop - deploy 99 business intent plan | HQ/field develop 99 performance plans/budgets | | POM baselining briefing |
| March 98 | HQ/field develop 99 perf plans/budgets | | | |
| April 98 | HQ/field develop 99 perf plans/budgets | POM proposal | | |
| May 98 | District 99 plans/budgets due; POM end game | | | |